

## View Leave Balances

**SCENARIO:** View an employee's leave balance information.

<b>STEP 1:</b>	Select the menu items in the following order: <b>Time and Leave &gt; Manage Leave Accruals &gt; Review Accrual Balances.</b> ( <i>Alternate Navigation: Benefits &gt; Manage Leave Accruals &gt; Review Accrual Balances</i> ).
<b>Expected Results:</b>	A search page titled "Review Accrual Balances" (Find an Existing Value) displays.

  

<b>STEP 2:</b>	<b>Type</b> in the EmplID (Employee ID) and Empl Rcd Nbr.
<b>Expected Results:</b>	The Leave Accrual Balances page displays. You may now view the employee's leave balances. The first page of data will display the most recent leave accrual row (Accrual Date) of sick leave (Plan Type). To view additional rows of sick leave or other leave, <b>Click</b> one of the following: <ul style="list-style-type: none"><li>-View All hyperlink.</li><li>-Right arrow (Show next row).</li><li>-Last hyperlink (will show the last row of accrual information)</li></ul>

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